Departmental Submissions – Submitting an Application

Overview: This section covers how a user can submit an application electronically through the Department's website and communicate with the Department about the submission.

Submitting an application

1. Go to the website and select Applications & Lodgements from the Quicklinks

   http://www.dmp.wa.gov.au/

   From here you can follow the links to the relevant business area page which will contain a link to the application submission.

   You can also go to the Departmental Submissions home page: http://www.dmp.wa.gov.au/submit

2. Click the link to submit the application

   You can choose to submit as a guest or sign in as a registered user.

Submitting as a guest

3. Enter your email and click Confirm Email.

   You will see a confirmation screen and receive an email allowing you to continue the submission. If you do not receive it within a few minutes, please try again.

Guest

joe.bloggs@hotmail.com

Confirm Email

You can submit an application, we just need to confirm your email address first

You don't need to register with the Department to be able to submit an application, but we do need to confirm that your email is correct.

4. Click the link in the email you receive.

   This will open the application form.

Thank you for starting your submission with Departmental Submissions

Complete your submission

You will be able to add attachments and comments as necessary.

Department of Mines, Industry Regulation and Safety
100 Plain Street East Perth WA 6004
Tel: +61 8 9222 3333
www.dmirs.wa.gov.au

Submitting as a registered user

5. Click the Sign in button.

   If you are already signed in you will be taken directly to the application form. If not, you will have to log in first.

Registered User

Sign In

Your details will be prefilled in the submission form

Government of **Western Australia**
Department of **Mines, Industry Regulation and Safety**

Sign in to use available applications

Password

Sign in   Forgotten password?

Completing the application form

If you are a registered user, your details will be pre-populated. If you are a guest, only your email will be completed.

Departmental Submissions

To submit an application to the Department, please fill out the details below.

Application Type*	Freedom of Information - Personal ⌄
First Name*	Joe
Last Name*	BLOGGS
Company	
Email	joe.bloggs@company.com
Phone	9222 2222
Reference	
Comments	

Attachments*   ⊕ Attach file...
Each attachment can be up to 1024 MB

Cancel   **Submit**

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6. **Select the application type if necessary.**

   Most links from the website will link directly to the correct application type, but this can be changed if needed.

7. **Enter relevant details.**

   If a field is required it will have an asterisk next to it.

Departmental Submissions

To submit an application to the Department, please fill out the details below.

Change application type   **Link to form**

Application Type*   Freedom of Information - Personal ⌄   ⬇ Download Application Form

Some application types will provide a link to the form needed to be submitted. You will need to save this first before uploading.

Selecting the correct application type is important as some will require credit card payment as part of the submission process.

8. **Add attachments if required.**

   Each attachment can be up to 1 GB.

Attachments*   📄 **FOI Application.pdf** (1 MB) ⊖ Delete
⊕ Attach file

9. **Enter credit card details if required.**

   If an application type has a payment type associated with it, this section will appear.

   You will not be able to submit your application if payment is not successful.

Amount	$30.00
Name on Card*	Joe Bloggs
Card Number*	1234 - 5678 - 9123 - 4567
Expiry*	01 / 23 CSC* 123

Cancel   **Submit**

Some application types will have a fixed payment type, while others will be blank, allowing for variable payment.

Credit card details provided to us are transmitted securely. We do not store your credit card information.

10. **Click Submit.**

    You will see a confirmation screen and receive a confirmation email that contains a link to a submission summary.

    A new communication has been sent to you from Departmental Submissions.

    View the message* download any documents and respond.

    Sincerely

    Department of Mines, Industry Regulation and Safety
    Tel: +61 (08) 9222 3333
    www.dmirs.wa.gov.au

11. **Click the link in the email message.**

    The Message Response screen displays.

    Message Details

To:	joe.bloggs@company.com
From:	DDBox@dmp.wa.gov.au
Subject:	Freedom of Information - Personal
Message:	Thank you for your submission.

    Tracking Details
    Message Sent: 15/09/2015 09:40
    Feedback By: 29/09/2015 17:00

    It has been directed to the appropriate person for processing and you will be contacted in due course.

    First Name: Joe
    Last Name: BLOGGS
    Email: joe.bloggs@company.com

    If you wish to communicate with a DMP Officer about your application, please use the Response Details section below.

    Attachments: FOI Application.docx (170 KB)

    You can view the contents of your submission and any attachment in the Message Details section.

    If you wish to contact a Departmental Officer about your application or amend your submission, you can use the Response Details section below to send a communication.

Sending a communication

1. **In the Response Details section, enter your message.**

   Response Details

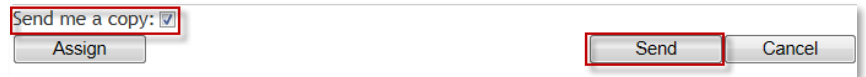   Message   **B** *I* U Font Size | A | ≡ ≡ ≡ | ✓ | ✗ ⎘ ⎘ ⎘ | ≔ ≔ | ✂ | x₂ x² | ↻ ↺

   Please find attached my updated application.

2. Click Attach file… if you need to upload new attachments.

Attachments
    ⊕ Attach file

3. Click Send.

A summary of your response will be sent to you unless you deselect the Send me a copy option.

Send me a copy: ☑
| Assign | | Send | Cancel |

What happens next?

Once the application has been received, it will be processed by the people responsible for that particular application type. You should be notified once your application has been accepted, but if you do not hear anything, please communicate using the method above.

You may also be contacted by someone from the Department if your application is incomplete, asking you to resubmit it or requesting further information. If this is the case you will receive a message as shown in step 10 above.